

**Office of Science, Chicago Office  
Office of Human Resources Services (HRS)  
Functional Directory**

E-mail: first name.last name@ch.doe.gov  
Fax Number: 630-252-2919

**Regenia L. Griswold, Director, 630-252-2151**

\*630-252-xxxx

ITEM	CONTACT	PHONE*
<b>Blood Drive Coordinator</b>	Kimberly Simpson	2700
<b>Bright Ideas Program</b>	Kris Winiarski	2299
<b>Certification/Qualification Programs (Acquisition; Technical Qualifications; Information Technology; Project Management)</b>	Linda Media	2336
<b>Classification (Position)</b>	Lucy Borjas (HRS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO, NBL) Marnetta Hobbs (ACQ) Beth Crowe (AMSO, CR, FSO, IMS, OM)	2327 2150 2232 2795
<b>Clerical/Administrative Support Career Development Program</b>	Linda Media	2336
<b>Congressional Inquiries/FOIAs</b>	Cathy Noonan	2158
<b>Contractor Training Oversight (Performance Measures; Self-Assessment Reviews; Cost Management)</b>	Linda Media	2336
<b>Corporate Human Resource Information System (CHRIS) HR Workflow Training Workflow</b>	Kris Winiarski Penelope Sipll	2299 2188
<b>DOE Online Learning Center</b>	Linda Media Penelope Sipll	2336 2188
<b>Drug Testing Program</b>	Mark Johnson	6319
<b>Electronic Official Personnel Folders (eOPFs)</b>	Pam Bruder (ACQ, ASO, FSO, OCC) Joyce Farries (AMSO, BHSO, BSO, CR, HRS, IMS, NBL, OM, PSO, STI)	2312 2416
<b>Employee Assistance Program</b>	Mark Johnson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	6319 2158
<b>Employee Concerns Program</b>	Kris Winiarski	2299
<b>Employee Relations (Appeals; Grievances; Discipline)</b>	Mark Johnson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	6319 2158

<b>ITEM</b>	<b>CONTACT</b>	<b>PHONE*</b>
<b>Employment Opportunities</b>	Gina Bates	2742
<b>Employment Verifications</b>	Pam Bruder Joyce Farries	2312 2416
<b>Enterprise Solutions (Hiring Management)</b>	Gina Bates	2742
<b>Executive Development</b>	Linda Media	2336
<b>Federal Employees' Government Life Insurance</b>	Pam Bruder Joyce Farries	2312 2416
<b>Federal Employees' Health Benefits</b>	Pam Bruder Joyce Farries	2312 2416
<b>FEDVIP (dental and vision coverage)</b>	Pam Bruder Joyce Farries	2312 2416
<b>Federal Employee of the Year Award Luncheon Coordinator</b>	Kimberly Simpson	2700
<b>Flexible Spending Accounts</b>	Pam Bruder Joyce Farries	2312 2416
<b>Formal Developmental Programs (EPP, ELP, ALP, NLP)</b>	Linda Media	2336
<b>Intern Programs</b>		
<b>Employee Development</b>	Linda Media	2336
<b>Recruitment</b>	Beth Crowe	2795
<b>Inherently Governmental and Commercial Activities Inventory</b>	Kris Winiarski	2299
<b>I-Portal</b>	Georgette Cochran	2150
<b>Leave Administration and Work Schedules</b>	Mark Johnson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	6319 2158
<b>Long-Term Care Insurance</b>	Pam Bruder Joyce Farries	2312 2416
<b>New Employee Orientation</b>	Pam Bruder (ACQ, ASO, FSO, OCC) Joyce Farries (AMSO, BHSO, BSO, CR, HRS, IMS, NBL, OM, PSO, STI)	2312 2416
<b>Organizational Design/Structure (Realignment; Position Management; Missions and Functions)</b>	Lucy Borjas (HRS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO, NBL) Marnetta Hobbs (ACQ) Beth Crowe (AMSO, CR, FSO, IMS, OM)	2327 2150 2232 2795
<b>Organizational Development (Organizational Behavior/Performance)</b>	Regenia Griswold	2151

<b>ITEM</b>	<b>CONTACT</b>	<b>PHONE*</b>
<b>Part-Time Employment</b>	Lucy Borjas (HRS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO, NBL) Marnetta Hobbs (ACQ) Beth Crowe (AMSO, CR, FSO, IMS, OM)	2327 2150 2232 2795
<b>Payment of Professional Credentials</b>	Linda Media	2336
<b>Performance Management</b>	Mark Johnson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	6319 2158
<b>Policy (other than training administration)</b>	Lucy Borjas Cathy Noonan	2327 2158
<b>Recruitment (Recruitment and Retention Flexibilities and Incentives)</b>	Lucy Borjas (HRS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO, NBL) Marnetta Hobbs (ACQ) Beth Crowe (AMSO, CR, FSO, IMS, OM)	2327 2150 2232 2795
<b>Recruitment Committee</b>	Beth Crowe	2795
<b>Retirement Counseling</b>	Mark Johnson	6319
<b>Retirement Estimates</b>	Mark Johnson Pam Bruder Joyce Farries	6319 2312 2416
<b>Rewards and Recognition (Incentive/Performance)</b>		
<b>Processing</b>	Pam Bruder Joyce Farries	2312 2416
<b>Policy</b>	Mark Johnson Cathy Noonan	6319 2158
<b>Senior Executive Service Performance Management Recruitment</b>	Cathy Noonan Lucy Borjas (HRS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO, NBL) Marnetta Hobbs (ACQ) Beth Crowe (AMSO, CR, FSO, IMS, OM)	2158 2327 2150 2232 2795
<b>Executive and Schedule C System</b>	Gina Bates	2742
<b>Staffing Numbers</b>	Georgette Cochran	2150
<b>Student Employment Programs</b>	Beth Crowe	2327
<b>Student Loan Repayment Program</b>	Linda Media	2336
<b>Student Volunteer Program</b>	Gina Bates	2742

<b>ITEM</b>	<b>CONTACT</b>	<b>PHONE*</b>
<b>Suitability Adjudication</b>	Cathy Noonan	2158
<b>HSPD-12</b>	Pam Bruder Joyce Farries	2312 2416
<b>Supervisory Training</b>	Linda Media	2336
<b>Telework Program</b>	Kris Winiarski	2299
<b>Training Administration</b>		
<b>Invoices</b>	Linda Media	2336
<b>Needs Analysis</b>	Linda Media Penelope Sipll	2336 2188
<b>Policy and Procedures</b>	Linda Media	2336
<b>Budget Formulation</b>	Linda Media	2336
<b>Registration/Evaluations</b>	Linda Media Penelope Sipll	2336 2188
<b>Logistical Arrangements</b>	Linda Media Penelope Sipll	2336 2188
<b>Vendor Relations</b>	Linda Media	2336
<b>Thrift Savings Plan</b>	Pam Bruder Joyce Farries	2312 2416
<b>Upward Mobility Program</b>	Beth Crowe	2795
<b>Veterans Recruitment Coordinator</b>	Georgette Cochran	2150
<b>Voluntary Leave Transfer Program</b>	Mark Johnson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	6319 2158
<b>Voluntary Solicitations Program</b>	Linda Media	2336
<b>Workforce Planning</b>	Lucy Borjas	2327
<b>Workers' Compensation Program (On-the-Job Injuries)</b>	Mark Johnson	6319